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UNITED STATES GOVERNMENT

# Memorandum

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TO : Director of Training

DATE: 14 April 1965

FROM : Personnel Officer, OTR

SUBJECT: Bi-Weekly Activity Report #7

25 YEAR RE-REVIEW

## I. SIGNIFICANT ITEMS:

None

## II. OTHER ITEMS

### Discontinued Service Retirees

[redacted] have recently visited PO/TR concerning their general employment situation. Both officers continue to be aware of their projected retirements and have as yet been unable to locate outside full-time permanent employment. However, [redacted] continues his part-time work at American University. Both officers were briefed on certain personnel refinements and entitlements related to their retirement.

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Replacement Possibility

Due to the recent reorganization between certain elements [REDACTED] [REDACTED] will be reassigned from his OTR slot into a CS position. This will technically leave his old [REDACTED] position vacant. Since [REDACTED] is now responsible for both jobs [REDACTED] has been requested to advise us concerning their replacement position on this vacancy.

CS Rotations From OTR

To establish our position relative to extension or replacement, PO/TR has forwarded Reassignment Questionnaires to several DDP officers now on assignment to [REDACTED] These officers' two year tours will technically expire as follows:

[REDACTED]

Reassignments

1. [REDACTED] advised PO/TR that he will be joining the Intelligence School on a permanent basis beginning Monday, 19 April 1965. Tom added that unfortunately his opportunity with [REDACTED] had cancelled out.

[REDACTED]

6. [REDACTED] reported to OTR on 1 April 1965 and has been temporarily assigned to [REDACTED]

[REDACTED]

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7. [redacted] GS-04 clerk-typist from LAS, reported to OTR on Monday, 5 April 1965. She has been assisting in the Personnel Branch until a suitable assignment can be located for her. It seems probable that she will be assigned to [redacted] replacement. The Registrar has been reviewing [redacted] file and is most anxious to accept her. She has been most helpful and patient while we have been making arrangements for her permanent placement in OTR.

8. [redacted] reported to OTR on Monday, 12 April 1965. [redacted] has been assigned to the vacancy in the Personnel Branch.

9. [redacted] GS-04 referred to OTR by [redacted] was interviewed by [redacted] on Tuesday, 13 April 1965 as a possible replacement for [redacted] will report to OTR on Wednesday, 21 April 1965. [redacted] is resigning on Friday, 30 April 1965.)

#### Reassignment Possibilities

1. As a result of a recent cable inquiry, [redacted] is receptive to an assignment in [redacted] utilizing his [redacted] background. Meanwhile, PO/TR is actively seeking a suitable replacement [redacted]

2. [redacted] was interviewed by NPIC officials on 9 April 1965. He is being considered for a trainee-type position. As of this date, NPIC has not advised PO/TR as to their interest.

3. [redacted] has been withdrawn as a candidate for [redacted] job because [redacted] will be losing both [redacted] [redacted] shortly. [redacted] discussed this with [redacted] and assured her that she would be considered for future GS-06 openings.

#### QSI

[redacted] recently approved QSI will be held for approximately two months pending receipt of her normal Periodic Step Increase. The QSI will then be awarded, and [redacted] will be ahead in terms of her present within grade step and the waiting period for her next step. Chief, IS has been advised.

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Retirement

[redacted] has advised that [redacted] the Logistics [redacted] plans to appeal his retirement which is now scheduled for October 1965. It is unlikely that [redacted] who is already on a retirement extension from April 1964, will again be extended.

Schooling

PO/FE has advised that [redacted] son will be returning from the field to attend college in California. His return is scheduled for this month and he will be residing with his sister at the home address [redacted]

Illness

EAA Membership Drive

29% of the OTR employees at Headquarters joined the Employee Activity Association during their drive. OTR's percentage was equal to the Agency average. This is a very good accomplishment since most of OTR is located in buildings outside of Headquarters where EAA services are considerably reduced. [redacted] had expressed disappointment about the Agency's low percentage figure. However, it has now been reported that employees have been signing up at the rate of 10 a day, which, if it continues, could bring up the membership percentage to the goal level of 35%.

Civil Defense Movies

As [redacted] Civil Defense alternate, [redacted] attended a Civil Defense Movie series at Headquarters on 1 April. The purpose of the showing was to determine the appropriateness of certain films which would later be presented to CD representatives throughout the Agency.

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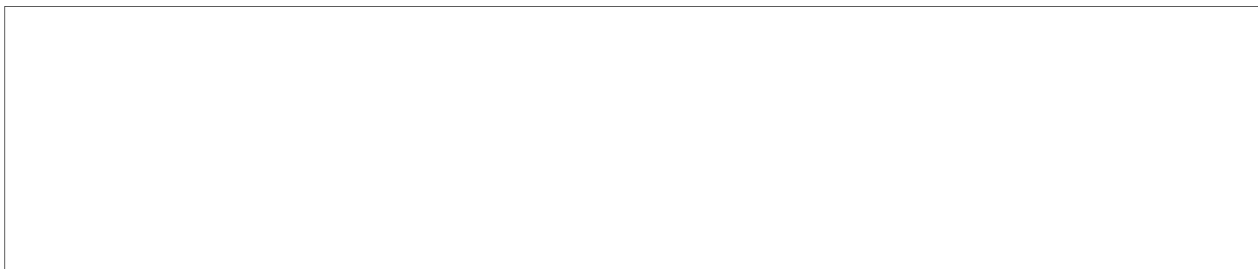
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PO/TR Training

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1. [redacted] is scheduled to attend a four session institute given by the American Society for Training and Development. The evening sessions will be on the subject of Employee Development and appropriate to [redacted] responsibilities as Career Management Officer.

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2. [redacted] is scheduled for the Agency Management Course to be held [redacted] during the week of 19 April.



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